

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-105

22 MARCH 1994

**AIR FORCE RESERVE COMMAND
Supplement 1**

3 April 1996

Personnel

**CIVILIAN PERSONNEL SERVICING
ARRANGEMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ USAF/DPCX (Jack G. Flowers)
Supersedes AFI 36-105, 28 January 1994, and
AFR 40-105/AFRES Sup 1, 30 June
1986.

Certified by: HQ USAF/DPC (Mr John R. Graham)
Pages: 2
Distribution: F

This instruction implements AFR 36-1, *General Civilian Personnel Provisions and Authorities*. It directs civilian personnel flights (CPF) to service activities outside of their own organization. The objective of a servicing CPF is to provide comparable services to all customers as described in AFI 36-104, *Operating The Civilian Personnel Flight*.

(AFRC) The OPR for this supplement is HQ AFRC/DPCE (Al Henderson). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-105, 22 Mar 94, on developing support agreements (SA) and Memorandum of Understanding (MOU) pertaining to air reserve technicians (ART) and other command unique programs. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement, discard the Air Force basic.

SUMMARY OF REVISIONS

This publication substantially revises AFR 40-105. It minimizes the use of intra-service agreements and requires that all agreements negotiated by major commands (MAJCOM) be approved by HQ USAF/DPCX.

(AFRC) This revision incorporates the procedures formerly in AFR 40-105/AFRES Sup 1, 30 Jun 86, and aligns our supplement with current instructions within AFI 36-105.

1. Personnel Servicing Arrangements. There are two basic types of civilian personnel servicing arrangements. These are intra-Air Force and inter-agency arrangements. Only the inter-agency arrangements require a written personnel servicing agreement. All written personnel servicing agreements must be approved by HQ USAF/DPCX.

1.1. Intra-Air Force Personnel Servicing Arrangements. All Air Force civilian employees must be serviced by an Air Force CPF to make sure all are included in the Air Force Civilian Personnel Program. All Air Force activities collocated on an Air Force installation with a CPF, or in the same locality, must be serviced by that CPF. When an activity is not collocated, or near a CPF, services must be provided by the nearest CPF. Exceptions must be referred to HQ USAF/DPCX for resolution.

1.1. (AFRC) HQ AFRC, in conjunction with other MAJCOMs, may develop, as required, SAs or MOUs to address unique requirements for servicing ARTs and other command unique programs. Since written servicing agreements are not required between Air Force units, a statement, in the base level SA, that the servicing Civilian Personnel Flight provides standard service according to AFI 36-104, *Operating the Civilian Personnel Flight*, and the requirements of the applicable AFRC/MAJCOM MOU will suffice. MOUs developed at MAJCOM level addressing unique servicing for ARTs should be attached for clarification.

1.2. Inter-Agency Personnel Arrangements . Air Force officials must be receptive to other Department of Defense (DoD) components and agencies requesting servicing by Air Force CPFs. Inter-agency personnel servicing agreements must identify the activity to be serviced and its location and approximate number of employees. Also, any special responsibilities of the serviced and servicing activities must be defined. The staffing authorized and the reimbursement arrangements should be negotiated locally. All servicing agreements must be reviewed every 3 years by the servicing and serviced activities. Functional responsibilities for personnel servicing arrangements are as follows:

- HQ USAF/DPCX negotiates inter-agency personnel servicing agreements when Air Force CPFs of more than one MAJCOM is involved.
- The MAJCOM Director of Civilian Personnel, on behalf of the Commander, makes inter-agency personnel servicing agreements when Air Force CPFs of only their command are involved. These agreements must be consistent with DoD Directive 1400.16, *Inter-Departmental Civilian Administration Support*, October 30, 1970, with Change 1 and coordinated with HQ USAF/DPCX before final approval.

2. Designation To Act for Appointing Authority. The head of an agency or department cannot delegate the basic authority to effect personnel actions to anyone outside of the agency or department. The civilian personnel officer who is providing the service to another agency must be designated, not delegated, this authority. This written designation must be by position title and provide for administration of the total Civilian Personnel Program.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel